

**ACTION ITEMS (FROM THE OCTOBER 7, 1999 WORKING GROUP MEETING)**

Who will do it?	Task or requested action	By when?
Working Group	Give Ted Fellman suggestions on how to get more information out about the site	Ongoing
Working Group	Give EPA feedback on whether the exposure parameters are accurate for this community	By 11/4
Working Group	Give feedback to David Mellard on Table of Contents, first chapter, and time line of activities for Public Health Assessment	By 11/4
David Mellard	Draft Health Assessment report, to be discussed in the Health Team and subsequently in the WG	Ongoing
David Mellard	Set dates and topics for Health Team meetings; coordinate distribution of agenda with facilitators	Ongoing
EPA	Review Tacoma smelter data, with garden study (before sending out exposure parameters)	
Bonnie Lavelle	Provide access agreement information by neighborhood	
Bonnie Lavelle	Provide information to WG on attic dust	
Bonnie Lavelle	Prepare preliminary statistics on Phase 3 sampling and distribute to WG	
Bonnie Lavelle	Talk with subcontractor regarding hotline for information	
Bonnie Lavelle	Draft and distribute a letter to property owners explaining the implications of the sampling data	
Working Group	Provide comments to Bonnie on the draft letter to property owners	
Bonnie Lavelle and Chris Weis	Draft text describing the assumptions in the risk assessment and send to WG for comments	Before Nov WG meeting
Bonnie Lavelle	Distribute the revised Standard Operating Procedures for the PAX sample	
Working Group	Give Bonnie comments on the revised Standard Operating Procedures for the PAX sample	
Chris Weis	Draft skeletal outline of the Risk Assessment and send to WG	By Dec WG meeting
Chris Weis	Distribute to WG comments on the final bioavailability study plan and EPA responses	
Bonnie Lavelle	Distribute final bioavailability study plan to WG	
Celia Vanderloop	Give information to Bonnie on Day Care locations in the site area	
Jane Mitchell	Give to EPA data from the biomonitoring questionnaire at Globe, re: exposure parameters	